



AUTHOR GUIDE

Thank you for your interest in *Sleep and Biological Rhythms*. Please take a moment to consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not follow the instructions are returned to the corresponding author for technical revision before undergoing peer review.

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1. ABOUT THE JOURNAL

Scope *Sleep and Biological Rhythms* is the official English language journal of the Japanese Society of Sleep Research (JSSR), and publishes original research articles on basic clinical and sociological issues, dealing with sleep and biological rhythms. Both members and non-members of the JSSR are welcome to submit papers to the journal.

Editor in Chief: Ken-ichi Honma, MD, PHD, Department of Chronomedicine Hokkaido University Graduate School of Medicine

Frequency: 4 issues per year

ISSN: 1446-9235 (print), 1479-8425 (online)

Journal abbreviation: Sleep Biol Rhythms

Publisher: Wiley-Blackwell, an imprint of John Wiley & Sons, Inc.

Indexed/ abstracted in: EMBASE, Excerpta Medica Abstract Journal Database, PsycINFO, Science Citation Index Expanded, SCOPUS.

2. EDITORIAL REVIEW AND ACCEPTANCE

Acceptance: The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. All manuscripts are peer reviewed. The Editor reserves the right to refuse any material for publication. Final acceptance or rejection rests with the Editorial Board.

Review process: A submitted paper is assigned to one of the associate editors according to the topics of paper. The responsible associate editor appoints more than two reviewers for evaluating the paper and decides whether the paper should be accepted for publication, revised or rejected, according to the reviewers' comments.

Before publication: All manuscripts should be written in a clear, concise, direct style so that they are intelligible to the professional reader who is not a specialist in the particular field. Where contributions are judged as acceptable for publication on the basis of content, the Editor reserves the right to modify manuscripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

3. MANUSCRIPT CATEGORIES

(1) ORIGINAL ARTICLE

Full-length reports of current research in either basic or clinical research.

Word limit: 6000 words excluding abstract but including references, tables and figures.

Abstract: 250 words maximum, unstructured (no use of subheadings).

Description: For arranging the text, please refer to 5. STRUCTURE OF MANUSCRIPTS.

(2) SHORT PAPER

Short papers cover new findings that substantially and immediately affect research or clinical practice. Short papers do not include case reports.

Word limit: 1800 words excluding abstract but including references, tables and figures.

Abstract: 100 words, unstructured (no use of subheadings).

References: Maximum 10.

Figures/ tables: Maximum 2.

Description: For arranging the text, please refer to 5. STRUCTURE OF MANUSCRIPTS. Supporting information is not allowed for short papers.

(3) CASE REPORT

Clinical cases of exceptional interest and novelty are considered for publication. If appropriate, the Editor may ask authors to rewrite case reports as letters to the Editor.

Word limit: 1200 words excluding abstract but including references, tables and figure legends.

Abstract: 100 words, unstructured (no use of subheadings).

References: Maximum 10.

Figures/ tables: Maximum 2.

Description: For arranging the text, please refer to 5. STRUCTURE OF MANUSCRIPTS.

(4) LETTERS TO THE EDITOR

Letters may be submitted to the Editor on any topic of discussion: clinical observations, as well as comments on papers published in recent issues. Letters to the Editor are subject to peer review. Letters can use an arbitrary title.

The responses to the letter from authors must cite the title of the letter: e.g. Response to [title of letter]. This ensures that readers can track the line of discussion.

Word limit: 500 words.

Abstract: No abstract.

References: Maximum 5.

Figures/ tables: Maximum 1.

(5) REVIEW ARTICLE

Survey, evaluation and critical interpretation of recent research, data and concepts in the fields covered by the journal review articles will undergo peer review prior to acceptance.

Word limit: 8000 words excluding abstract but including references, tables, figures.

Abstract: 250 words maximum, unstructured (no use of subheadings).

Figures/tables: Minimum 1. If figures or tables have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

Description: Reviews are comprehensive analyses of specific topics.

(6) EDITORIAL

The author of the Editorial will be invited by the Editor.

Word Limit: 1500 words.

Abstract: No abstract.

References: Maximum 5.

4. SUBMISSION OF MANUSCRIPT

Manuscripts must be submitted online at:

<http://mc.manuscriptcentral.com/sbr>

If there are any problems using the site or managing a manuscript, please contact Manuscript Central/ScholarOne for technical support: Support@ScholarOne.com

Authors must supply an email address as all correspondence will be by email.

(1) GENERAL

All articles submitted to the Journal should comply with these instructions. Otherwise, the manuscript will be returned to the author and publication may be delayed.

- Do not use 'Enter' at the end of lines within a paragraph.
- Turn the hyphenation option off; include only those hyphens that are essential to the meaning.
- Specify any special characters used to represent non-English characters.
- Do not use l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for β (Greek beta).
- Use a tab, not spaces, to separate data points in tables. If you use a table editor function, ensure that each data point is contained within a unique cell (i.e. do not use carriage returns within cells).

(2) COVERING LETTER

Authors must provide the covering letter separately from the title page, and must declare in it that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium.

The covering letter must also contain an acknowledgment that all authors are in agreement with the content of the manuscript. It is required that all authors should be registered at Manuscript Central by submission.

Authors must also state that the protocol for the research project has been approved by an Ethics Committee (ref.8). In the case of human experiments, the author must conform to the provisions of the Declaration of Helsinki in 1995 (as revised in Edinburgh 2000), and provide a statement that the subject of the study gave informed consent. Patient anonymity should be preserved.

In a case of clinical trial, authors should include the name of the trial register and the registration number (ref.9) in the cover letter. If you wish the editor(s) to consider an unregistered trial, please explain briefly why the trial has not been registered.

5. STRUCTURE OF MANUSCRIPT

The length of manuscripts must adhere to the specifications under the section Manuscript Categories. Manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review (unsubmitted).

Manuscripts should be presented in the following order: (1) title page; (2) abstract and key words; (3) text; (4) acknowledgments including disclosure; (5) references; (6) figure legends; (7) tables and (8) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

(1) TITLE PAGE

The title page should contain: (i) manuscript category; (ii) the title of the paper; (iii) the running title of the paper; (iv) the full names of the authors and their institutions; (v) the addresses of the institutions at which the work was carried out together; (vi) the full postal and email address, plus facsimile and telephone numbers, of the corresponding author; and (vii) a word count.

The title should be less than 120 characters. Do not use abbreviations in the title, other than common abbreviations such as REM, DNA and so on. A short running title (less than 40 characters including spaces) should also be provided.

(2) ABSTRACT AND KEYWORDS

The abstract must adhere to the specifications in MANUSCRIPT CATEGORIES. The abstract

should not contain abbreviations other than common abbreviations or references.

3 to 7 key words should be supplied below the abstract in the main text.

(3) TEXT

Authors should set out the sections of the manuscript as follows: Introduction; Materials and Methods; Results; Discussion, in this order. Please note that the requirements differ according to manuscript types. Please refer to MANUSCRIPT CATEGORIES.

(4) ACKNOWLEDGMENTS/ DISCLOSURE

Authors must declare any financial support or relationships that may pose a conflict of interest. The source of financial grants and other funding must be disclosed.

Authors may consider, as a guide for financial disclosures, reporting interests as described in the following list: (i) employment/leadership position/advisory role; (ii) stock ownership; (iii) patent royalties/licensing fees; (iv) honoraria (e.g. lecture fees); (v) fees for promotional materials (e.g. manuscript fees); (vi) research funding; or (vii) other (e.g. trips, travel, or gifts which are not related to research).

(5) REFERENCES

The Vancouver system of referencing should be used <http://barrington.cranfield.ac.uk/help/vancouver-system-for-citing-references/>. In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text. In the reference list, the references should be numbered and listed in order of appearance in the text. List all authors in the reference list. References to unpublished data and personal communications should not appear in the list but be cited in the text only (e.g. Smith A, 2000, unpublished data).

- 1) Matsuo A, Nakai T, Toyoda J, Takahashi H, Suzuki I, and Chiba H. (2009) *Good esthetic results after modified maxillomandibular advancement for obstructive sleep apnea syndrome*. *Sleep Biol Rhythms*, 7: 3–10.
- 2) Ernstoff M. (1997) *Urologic Cancer*. Blackwell Science, Boston.
- 3) Gilchrist RK. (1987) Further commentary: Continent stroma. In: King LR, Stone AR, Webster GD (eds). *Bladder Reconstruction and Continent Urinary Diversion*. Year Book Medical, Chicago, 204–5.

Standard journal articles using DOI; articles published online in advance without volume,

issue, or page number (More information about DOIs: <http://www.doi.org/faq.html>): Matsuo A, Nakai T, Toyoda J, Takahashi H, Suzuki I, and Chiba H. (2009) *Good esthetic results after modified maxillomandibular advancement for obstructive sleep apnea syndrome*. Sleep Biol Rhythms. Published online 20 January 2009; doi: 10.1111/j.1479-8425.2008.00379.x

(6) FIGURE LEGENDS

Figure legends should be provided separately from the figures.

(7) TABLES

Each table should be supplied as a separate file with the table number in the file name.

Provide tables on a separate sheet with caption, explanation and the title of the table.

Tables must be supplied as editable text, not as printed objects or PDFs. The tables should be numbered in the text in Arabic numerals.

Vertical lines should not be used. All abbreviations must be defined. Symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for *P*-values. Statistical measures such as SD or SEM can be used without definition.

(8) FIGURES

All illustrations, including line drawings and photographs, are classified as figures. Figures should be cited in consecutive order in the text. Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files are acceptable for ease of transmission during the review process. After acceptance the authors could be asked to provide higher resolution figures for publication.

Size: Figure sizes should fit within a single column (82 mm), an intermediate size (118 mm), or the full text width (173 mm).

Resolution: Figures must be supplied as high resolution .eps or .tif files. The specifications for the figures are the following: halftone figures 300 dpi (dots per inch); color figures 300 dpi saved as CMYK; figures containing text 400 dpi; line figures 1000 dpi.

Color figures: Figure files should be set up in CMYK (cyan, magenta, yellow, black) mode, not in RGB (red, green, blue) mode, so that colors as they appear on screen will be a closer representation of how they appear in the print journal.

Line figures: Line figures must be sharp black and white graphs or diagrams, drawn professionally or with a computer graphics package.

Text sizing in figures: Lettering must be included and should be sized to be no larger than the journal text or 8 point. (Text should be readable after reduction – avoid large type or thick lines.)

Line width: Between 0.5 and 1 point.

More help on preparation of illustrations can be found here:

<http://authorservices.wiley.com/bauthor/author.asp>

(9) EQUATIONS

Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics.

Examples:

$$dx/dt = c(x - x^3/3 + y + z) \quad (1)$$

$$DY/DT = -(X + BY - A)/C \quad (2)$$

(10) SUPPORTING INFORMATION

Supporting information closely related to the relevant findings is acceptable.

6. STYLE OF MANUSCRIPT

(1) SPELLING

Foreign names and terms, such as names of chemicals, should be written in the original language. Proper nouns and German nouns should be capitalized.

(2) UNITS

All measurements must be given in SI or SI-derived units. For more information about SI units, please go to the Bureau International des Poids et Mesures (BIPM) website at: <http://www.bipm.fr>

(3) ABBREVIATIONS

Use abbreviations only sparingly. Initially use the word spelt out in full, followed by the abbreviation in parentheses. Common abbreviations such as DNA are excluded.

(4) TRADE NAMES

Drugs and chemicals should not be referred to by their trade names. If proprietary drugs or chemicals have been used in the study, refer to them by their generic name, mentioning the proprietary name and the name and location of the manufacturer in parentheses.

7. PROOFS

Notification of the URL from which to download a Portable Document Format (PDF) typeset page proof, associated forms and further instructions will be sent by email to the corresponding author. The purpose of the PDF proof is a final check of the layout, and of tables and figures. Alterations other than *essential* corrections of errors are unacceptable at PDF proof stage.

8. ETHICAL CONSIDERATIONS

Authors must state that the research project has been approved by an ethics committee of the institution where the work was undertaken. Written consent is not a requirement, but the Editor retains the right to request such documentation. Any experiments involving animals must be approved by an institutional ethical committee which must be declared in the text.

9. CLINICAL TRIALS REGISTRY

All public trials must be registered. Authors must include registration details in the manuscript. We define a clinical trial as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome.

10. COPYRIGHT

All authors must agree to the conditions outlined in the Exclusive License Form, and must sign the form or agree that the corresponding author may sign on their behalf. In signing the form it is assumed that authors have obtained permission to use any copyrighted or previously published material. Authors can download the form here:

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11. OFFPRINTS

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US\$530/¥64 000 for the first three color figures and A\$550/US\$265/¥32 000 for each extra color figure thereafter. Authors of invited articles are excluded from color charges. (Prices in A\$ include GST.)

13. TRACKING MANUSCRIPT

(1) BEFORE ACCEPTANCE

Authors can track a manuscript's progress through the review process at:
<http://mc.manuscriptcentral.com/sbr>

(2) AFTER ACCEPTANCE

Authors can get information about the production process of their paper by registering at Wiley Author Services. This enables authors to track their article, once it has been accepted, through the production process to publication online and in print. Authors can receive automated emails at key stages of production so they do not need to contact the Production Editor to check on progress. For more details on online production tracking and for a wealth of resources, including FAQs and tips on article preparation, submission and more, visit:

<http://authorservices.wiley.com/bauthor/author.asp>

14. EARLYVIEW

An EarlyView article is a complete full-text article published on line in advance of publication in a printed issue. The article is therefore available as soon as it is ready. The EarlyView article is given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article. More information about DOIs can be found at:
<http://www.doi.org/faq.html>

15. THE JOURNAL ONLINE

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16. EDITORIAL OFFICE

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